

**Minutes of the Human Resources Committee
Tuesday, October 7, 2014**

Chair Zimmermann called the meeting to order at 1 p.m.

Present: Supervisors Dave Zimmermann, Mike Crowley, Jennifer Grant, Christine Howard, Larry Nelson (arrived at 2:40 p.m.), Jeremy Walz.

Also Present: Chief of Staff Mark Mader, Chief of Staff Shawn Lundie, County Board Chair Paul Decker, County Clerk Kathleen Novack, Human Resources Manager Jim Richter, Senior Human Resources Analyst Renee Gage, Budget Manager Linda Witkowski, Principal Risk Management Analyst Mark Jatzak, Director of Administration Norm Cummings, Director of Emergency Management Gary Bell, Medical Examiner Dr. Linda Biedrzycki, Director of Public Works Allison Bussler, Buildings Operations Manager Shane Waeghe, Clinical Services Manager Joan Sternwiess, Budget Management Specialist Bill Duckwitz, Deputy County Clerk Kelly Yaeger, Accounting Services Supervisor Cynthia Lilley, Administrative Services Manager Randy Setzer.

Approve Minutes of Previous Meetings

Motion: Howard moved, Crowley second, to approve the minutes of August 26, 2014. Motion carried 5-0.

Executive Committee Reports of September 8, September 22 and October 6

Zimmermann reported on the recent executive committee meetings.

September 8 – There was a lot of public comment at the meeting for/against the demolition of the former health and human services building. The committee also approved the scope of the register of deeds audit and reviewed the 2015-2019 capital plan.

September 22 – The executive committee had a presentation on the department of health and human services new building construction-change order audit and updates on Waukesha County's revolving loan program and the annual Wisconsin Counties Association conference. The committee also approved an ordinance related to the county's federated library system and the capital projects resolution.

October 6 – The committee approved the county's federated library system, UW-Extension and non-departmental general fund 2015 budgets. The committee also set sale prices of foreclosed properties.

Discuss and Consider 2015 Operating Budgets for the Following Departments

County Executive

Lundie presented the county executive's operating budget including financial and position summaries, strategic outcomes and objectives and activity data as outlined in the 2015 proposed budget.

Zimmermann said two people attended the county executive's town hall meetings in Oconomowoc and the courthouse. He asked how many people attended the New Berlin event? Lundie said six to seven constituents attended. The county executive's office promotes the events through media advisories, newsletters, press releases, direct invitations to the press and Twitter. People who attend are usually fired up about an issue. This year 10 to 12 people attended the first town hall meeting on

Twitter. This fun and successful experiment, which is more accessible to the public, will be held again. The health and human services board will be using Twitter in conjunction with their 2015 public hearing.

Motion: Crowley moved, Howard second, to approve the county executive's 2015 operating budget. Motion carried 5-0.

County Board

Decker presented the county board's 2015 budget including statement of purpose, financial summary, strategic outcomes and objectives, program highlights and activity data. Mader stressed that this is the first increase in the department's budget in eight years. The growth increases in the 2015 budget are similar to other departments and ensure that the audit function is not "short changed." Decker went on to explain the importance of the audit function, AAA/Aaa bond ratings, the board's role in economic development, county board's staff role in supporting supervisors, the county's exemplary relationship with state legislators and the Wisconsin Counties Association, the need for staff training, etc.

In response to Zimmermann's question, Mader said the county typically receives two to six responses to audit requests for proposals (RFPs). Decker reminded supervisors of their responsibility to serve on RFP committees and said the more county board involvement leads the board to do a better job.

In response to Howard's question, Decker said supervisors can contact county board staff to help them formulate answers to constituents' questions. In response to Zimmermann's request, Mader said he would provide the board with copies of the county executive's PowerPoint budget presentation. Decker said when answering questions, it is important to stay with the facts rather than conjecture.

Grant requested county board meetings be shown on public access TV similar to other government meetings. Decker said the first priority for the county board room is to improve the voting and recording systems. Replacement systems will be included in the 2016 budget.

Motion: Crowley moved, Howard second, to approve the county board's 2015 operating budget. Motion carried 5-0.

County Clerk

Novack and Yaeger presented the county clerk's 2015 operating budget including financial summary, position summary, current capital projects, program highlights and activities, etc. Novack reminded the committee that the county clerk's budget fluctuates in even and odd years depending on the number of elections. The department is budgeting 0.28 FTEs less for extra help and 0.06 FTEs more for overtime to produce a net savings. Temporary help can perform basic office work but are unable to help with certain licensing or elections work due to state statutes or training needs.

In response to Howard's question, Witkowski said the county clerk's office budgeted \$1,863 less for personnel costs in 2015 than in 2014.

Motion: Howard moved, Crowley second, to approve the county executive's 2015 operating budget. Motion carried 5-0.

Discuss and Consider New and Revised Classification Specifications

Mader explained that the positions ordinance enters the legislative cycle later this week. Material for the ordinance will be presented today and considered at the October 21 meeting. Gage and Richter presented the new and revised classification specifications and the draft ordinance.

New Classification Specifications

Construction Project Supervisor – Public works tasks and duties are being realigned due to the upcoming retirement of the current architectural services manager. The construction project supervisor position will be created and the architectural services manager position will be abolished. In response to Zimmermann's questions, Waeghe said architectural services manager's tasks will be divided between the construction project manager and facilities supervisor positions.

Deputy Medical Examiner Supervisor – This sunset position will be contract funded and reduced/eliminated in concert with contract funding.

Revised Classification Specification

Library Automation Coordinator-Changes to this position are the result of regular review and departmental reorganization. In response to Zimmermann's question, Richter said state statutes require librarians to have master's degrees.

Draft Ordinance (Preliminary Discussion): Approve 2015 Position Changes through Creation, Abolishment, Reclassification and Equity Adjustment

Gage said this ordinance will have a net position impact of -11.5 and save \$43,800 resulting from the creation of 15.5 FTEs, 27 FTEs abolished, seven reclassifications, one equity adjustment and one salary adjustment. The biggest job reductions are the result of outsourcing juvenile shelter services to Lad Lake. Savings from these position reductions are offset by contract costs.

Per Zimmermann's request, Gage explained step and open ranges and Richter explained the various tools the county uses to set salaries including market studies, HAY evaluations, benchmarks, etc.

Nelson arrived at 2:40 p.m.

In response to Howard's question, Richter explained that sunset positions are contract funded and eliminated/reduced in concert with funding availability.

Nelson spoke in support of changes at the federated library.

In response to Zimmermann's question, Richter explained the salary adjustments are related to a \$1.50 per hour additional rate employees will receive when working in the lead worker capacity. This option occasionally allows the county to eliminate full time supervisor positions.

In response to Grant's question, Richter said reclassifications are similar to promotions and the positions usually qualify for raises.

Witkowski reviewed the fiscal note and reminded the committee that costs are net tax levy and may be offset by revenues, midyear contract costs, severance pay, etc.

Motion: Nelson moved, Crowley second, to approve changes to the library automation coordinator classification specification. Motion carried 6-0.

The committee will consider the ordinance at a future meeting.

County Compliance with the Affordable Care Act

Richter distributed and reviewed a handout titled Waukesha County Compliance with the Affordable Care Act (ACA). Federal health care legislation has established a number of regulatory and compliance obligations for the county. The county has and will continue to take necessary steps to ensure that it is in compliance with the ACA. The handout outlines the steps the county has taken to be compliant with ACA and those that will be completed in 2015 including Waukesha County compliance with key components, 2015 ACA compliance requirements, employer shared responsibility rules and recommendations, vision plan compliance rules and recommendations, and next steps. An ordinance relating to compliance issues will soon be submitted to the county board for consideration.

In response to Zimmermann's questions, Richter said 53 RPTs are currently eligible for health insurance with costs shared equally between the employees and county. The cost sharing for this group will be modified to comply with ACA and equate to RPTs paying 25% of a single plan and the county paying 75%. Family plan cost sharing will remain at 50%/50%.

In response to Grant's question, Waukesha County will never pay the excise tax (also known as a Cadillac plan). The county's HSA plan complies with ACA. Grant suggested the county make gradual changes to coverage for the sake of the employees. Richter said the county regularly makes changes to coverage to ease people into change. The county is working to move all employees to the HSA plan. Cummings said a flaw with ACA is that it only has one threshold for the entire nation. It needs to be modified through legislative action for different insurance market places. Nelson suggested the county contact federal legislators or work with WCA or NACo to clean up the ACA legislation. Cummings said NACo is very involved.

Howard said the proposed premiums for RPTs do not seem affordable. Richter said the county is looking at ways to managed work hours to avoid having to offer insurance to certain RPTs employees.

Motion: Crowley moved, Howard second, to adjourn the meeting at 3:49 p.m. Motion carried 6-0.

Respectfully submitted,

Jennifer Grant
Secretary